**ENSA Societies & Sports**

**Finance Procedure and Checklist**

**Summary**

This document details the procedure and checklist when dealing with Club/Society Finances.

**Effective Date:** 13/05/2024

**Approved by:** Team Lead Student Engagement

**ENSA contact:** ENSA Finance Officer

**Last Reviewed/Updated:** 07/07/2025

**Date due for review:** June 2026

**Applies to:** Sports Club & Society Office Holders/Members

1. **Procedure**



1. **Checklist**

Please use this checklist before, during and after you deal with Club/Society finances.

* 1. **Before**
* Consider if this purchase is a want or a need, and the reasoning why it would benefit the club.
* Check your club account on Teams to ensure you have sufficient funds.
* Confirm with committee if you will make the purchase yourself and claim reimbursement, or if you would like ENSA to make the purchase.
* Request pre-approval before spending any money related to the club.
	1. **During**
* Wait for approval confirmation email.
* If your request is rejected – take on feedback on the email and resubmit for pre-approval or contact ENSA.
* Make the purchase and keep any receipts/invoices and bank statements or transactions.
* OR let ENSA make the purchase.
	1. **After**
* Reimbursement will be in your account within 7 working days.
* Collect any deliveries from the ENSA office (B34 Merchiston campus).
* Check the correct amount has been taken from your club account on your Teams channel.